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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 1-130-28

ORGANIZATION
28 July 1966

REVISION OF MISSION AND FUNCTIONS
ASSISTANT FOR PLANNING AND MANAGEMENT

RESCISSION: NPIC Notice No. 1-130-23, dated 21 September 1964

1. Attached are the mission and functions statements for the Assistant for Planning and Management and subordinate staffs.

2. The mission and functions statements for the Assistant for Administration are hereby rescinded.



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Enclosure:
a/s

Distribution: No. 3

Declassification Review by
NGA

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Group 1
Excluded from automatic
downgrading and declassification

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ASSISTANT FOR PLANNING AND MANAGEMENT

MISSION

The Assistant for Planning and Management is responsible to the Director, NPIC for organizing, guiding and developing Center planning and programming efforts; for conducting comprehensive analyses of Center programs and activities to achieve more efficient and economical operations and organization; for formulating and executing the NPIC budget in accordance with approved programs and financial plans; for providing a comprehensive Center-wide program of management services; and for serving as principal advisor to the Director in matters pertaining thereto.

PLANNING, PROGRAMMING AND SYSTEMS STAFF

MISSION

The Planning, Programming, and Systems Staff, under the direction of the Assistant for Planning and Management, is responsible for organizing the planning and programming efforts of the Center in response to Agency and DDI guidance; for working with senior staff and division chiefs in defining NPIC objectives and developing multi-year plans and programs to meet those objectives; for formulating and applying appropriate management science techniques to the measurement of resource utilization and program accomplishments; and for conducting analyses of current, planned, and alternative programs and systems and recommending ways and means to more effectively and efficiently carry out Center activities.

FUNCTIONS

The Planning, Programming and Systems Staff shall:

1. Formulate, organize and coordinate the planning and programming efforts of the Center in response to Agency and DDI guidance, ensuring that NPIC plans and programs are consonant with those policies and the NPIC charter as specified in NSCID-8.

2. In concert with senior Center managers, develop and recommend short- and long-range goals and objectives for NPIC.

3. Formulate a program structure to reflect Center accomplishments and develop formal criteria by which Center activities, production, and products are measured and evaluated.

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4. Continually review and assess program costs and effectiveness in meeting Center objectives, evaluating activities, production and products against established criteria for consistency with approved plans and programs.

5. Compare benefits and costs of alternative and new programs and systems and develop and recommend resource requirements to effectively and efficiently exploit new collection system materials.

6. Evaluate proposals under consideration which involve organizational changes, reallocation of resources, or change in or modification of functions. Determine resource requirements and implications of such proposals and that of alternative methods of achieving stated objectives.

7. Apply systems analysis, simulation and other operations research and management science techniques to Center activities.

8. Maintain liaison with the DDI Planning Officer and as appropriate the Office of PPB on planning and programming matters.

MANAGEMENT SERVICES STAFF

MISSION

The Management Services Staff, under the direction of the Assistant for Planning and Management, is responsible for the development and operation of a comprehensive management information system; analysis of management data and preparation of management information reports; the formulation and administration of a comprehensive Center-wide budget and fiscal program; and the development and implementation of a records management program.

FUNCTIONS

The Management Services Staff shall:

1. Operate a management information program to provide all levels of Center management with needed data and information.

2. Work with Center management to determine those elements of information required for decision making and continually refine the management information data base so as to increase its effectiveness in providing this information.

3. Analyze management data, and prepare management information reports and displays.

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4. Assist in the development of standards and criteria for use in predicting manpower and fiscal requirements.
5. Furnish guidance and assistance to component supervisors in use of management information data to improve the productive efforts of their components.
6. Formulate and administer the NPIC budget, developing detailed costs of approved and recommended plans and programs; developing and maintaining effective financial accounting controls; preparing financial reports; and providing financial advice to Center managers.
7. Monitor and develop the fiscal aspects of the joint inter-agency and inter-country procurement programs including arrangement for transfer of funds and maintenance of financial records and controls.
8. Conduct liaison with CIA and DOD offices on budget and financial matters.
9. Provide a records management program to improve efficiency, effect savings, and reduce the amount of paperwork.
10. Provide other management and fiscal support services as required.

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